

FGB Meeting Minutes 18 October 2017

PART ONE

Present: Elaine Joyce, Victoria Abbott, Adam Boshoff, Aaron Twaits, Carol Edmans, Andrew Turner, Dewi ab Iorwerth

In attendance: Pam Langridge (Clerk) Sara Cox (Deputy) Nicola Riley (Admin Officer)

PROCEDURAL MATTERS

Apologies

Apologies were accepted from GB

Declarations of Interest

EJ declared relationship to school staff member.

VA declared husband had undertaken repair works in the school.

Policies

It was noted the policies were not easily accessible in the Governor Files as there had been some technical issues with the school website during the week.

Accessibility Policy: [VA to email a copy of the policy to all Governors who have been asked to send PL any comment / feedback.](#)

Admissions Arrangements: Governors ratified. [NR to upload to school website.](#)

Data Protection: It was noted there is change of legislation due. [NR to email current policy to GB & AaT to review to incorporate changes ready for release in May. NR to put a note on current policy to say review is pending legislation changes.](#)

Equality Information & Objectives: [VA to email a copy to all Governors who have been asked to send PL any comment / feedback.](#)

Health & Safety: Reviewed by AB who agreed policy is fit for purpose. [Need to include appendix 'guidance for contractors'. NR to check if Better Governor have a template.](#)

SEND: [SC to include EJ's tweaks and pass to NR to upload to school website.](#) It was agreed the document could be more succinct and this would be addressed in the future.

Supporting Pupils with Medical Conditions: [VA to email a copy to all Governors who have been asked to send PL any comment / feedback.](#) The Appendices are to be kept in the office for reference.

Teacher Pay: Governors were advised that if the uplift is applied it creates a higher spend than anticipated and there may be a need for adjustments elsewhere in the

budget. Governors did not disagree that the uplift should be applied but felt that information and guidance had been very unclear and unhelpful for the FGB. [EJ agreed to write to Director of Finance](#) to outline frustrations of the pay uplift information being available retrospectively to the budget submission.

Attendance Policy: Governors agreed that the absence levels in the school were very positive. Governors agreed to take on board advice from the EWO and to include a broad statement in the policy that would enable penalties to be implemented, at the headteachers discretion. CE asked how would be able to apply penalties if wording was too loose. AB suggested an internal list of ground rules to promote fairness in decision making. [AaT requested a breakdown of the current absence figures. NR to provide.](#)

It was noted that infant schools can be susceptible to higher levels of absence for medical reasons due to the children starting school and being exposed to new germs plus general childhood illness. It was noted a consistent approach to absence across the Confederation would carry some benefits.

[Governors requested details of the outcomes of the HT meeting with the EWO scheduled for 19 Oct. EJ to attend too.](#)

Matters to be raised

None

ENSURING ACCOUNTABILITY

Acceptance of the minutes

DabI asked if a key to the colour coding could be added as standard and the discussion around the SDP be highlighted in green. [PL to action and reissue.](#)

Any non agenda items

None

Updates from the Chair

Governors were advised that the Cooperative Trust Status will be going ahead as sufficient other school had also voted in favour of joining

STRATEGIC MATTERS

Head Teacher Report

Governors were advised the maternity leave cover in Year R had been secured with the employment of Nicola Shrieve. The recruitment of a replacement HTLA has been unsuccessful. As a solution Haidee Shead has been employed with Katherine Griggs covering NQT and Subject Leader time.

Governors were advised the Teacher Appraisals had yet to be done as HTPM had only just taken place and HT objectives needed to be agreed so that they can be reflected in other staff objectives.

[Governors requested that more information on the impact of CPD should be included in future HT reports.](#)

Current Budget

Governors looked at the monthly FMR and were advised that income was slightly up due to an increase in pupil premium money and increase in lettings.

It was noted that staff expenditure would be impacted by any pay uplift.

A £4k overspend in the premises budget was noted (gate / cctv).

The annual budget for supply teaching was £26k with a total spend to date of £22k. **Governors raised serious concerns about why the cost of supply was so high. Governors requested a breakdown of the costs to establish what proportion could be attributed to sickness or training cover.**

Governors asked for the effectiveness of training courses to be fully evaluated to ensure it warranted the expense. Governors recognised the importance of CPD for staff but felt it might be prudent to ring fence the remaining £4k for reactive sickness cover for remainder of the year and to consider other ways to release teachers to attend training. Governors acknowledged the current position was a financial risk. **It was agreed that a short-term solution and action was required. AaT agreed to visit school, undertake analysis and propose some scenarios to reduce impact of potential overspend.**

NR advised that submitting a proposed budget with a £25k deficit would not be accepted.

All Governors agreed the spend cannot continue at the current pace.

AaT agreed to attend next leadership meeting on 2 November.

Governors looked at the spend priorities within the HT report and agreed that the office works and toilets could come out of capital spend. It is hoped the PTA will agree to fundraise for the purchase of ipads.

Three Year Budget

Governors agreed it would be beneficial to explore other avenues of potential additional funding such as the Mayor's charity fund; Charterhouse School Charity Committee and GOLO.

School Fund

A copy of the school fund key expenditure was not available.

OTHER MATTERS

Strategic Links

EJ circulated the governors 'are we OFSTED ready' questions and agreed to discuss queries with VA.

AB feedback from H&S visit and intruder alarm visit.

CONFIDENTIAL MATTERS

See separate document prepared by EJ.

MEETING REVIEW

Governors understood after a financial discussion that action must be taken to improve the current position.

NEXT MEETING

6.15pm Wednesday 15 November 2017